



# MANITO ART LEAGUE

To get into the reports: Click the URL below:

<https://manito-art-league.appsmith.com/app/manito-art-league/rdashboard-698a844be00b807199e543e2>

## Reports:

- All fields are able to be sorted
- Reports are able to be downloaded.
- Filters are for each report
- Search bar is for each report
- Downloads are available in Excel or CSV

## Just a note\*\*

Local Addresses are Summer Addresses.

Long Distance Addresses are Winter Addresses

## SEARCHING:

- Search bar searching by Custid or Lastname. (you can enter parts of last name to find person)

Current Member Report								
		Search...	Download					
cust_id	lastname	firstname	businessname	partner	birthdate	street	addr2	city
1	Achauer	Jeannine				1296 Whitefish La...		Minocqua
31	Bissell	Frank Steven Steve				1205 Suffield Drive		Mc Lean
447	Diederich	Diane				8550 Kenwood Ter		Minocqua
166	Kahn-Bowles	Gigi		Edwin		N10120 Kings Road		Tomahawk
219	McCormack	Holly				7550 County High...		Land O' Lakes

## FOR MORE ADVANCED SEARCH:

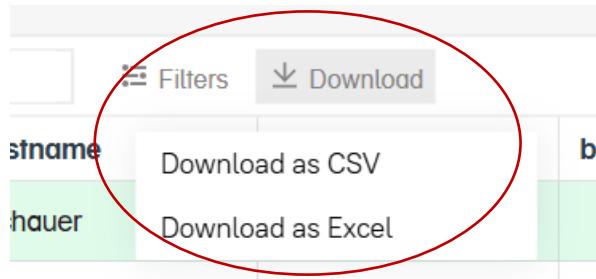
- You can use the filter to find any field with specific finds

The screenshot shows the 'Current Member Report' page with a filter dialog open. The filter dialog has a red circle around the 'Where' dropdown for the 'zipcode' field. The 'zipcode' field is set to 'starts with' and contains '54'. Below the dropdown are 'CLEAR ALL' and 'APPLY' buttons. The main table shows 9 records with cust\_ids 1, 31, and 447.

cust_id	lastname	firstname	businessname	partner	birthdate	street	addr2	city
1	Achauer	Jeannine				1296 Whitefish La...		Minocqua
31	Bissell	Frank Steven Steve				1205 Suffield Drive		Mc Lean
447	Diederich	Diane				8550 Kenwood Ter		Minocqua
166	Kahn-Bowles	Gigi		Edwin		N10120 Kings Road		Tomahawk
219	McCormack	Holly				7550 County High...		Land O' Lakes

## DOWNLOADING:

- To download reports, select download in CSV or Excel Spreadsheet



## SORTING:

- You can search any field by clicking the down arrow on the right side.
- You can also freeze any column to move across the screen with the specific field showing.

A screenshot of a 'Current Member Report' table. The columns are labeled 'cust\_id', 'lastname', 'firstname', and 'busine'. The 'lastname' column has a dropdown arrow icon. A red circle highlights this icon and the adjacent sorting and freezing options: 'Sort column ascending', 'Sort column descending', 'Freeze column left', and 'Freeze column right'. The table contains several rows of data.

cust_id	lastname	firstname	busine
1		Jennine	
3		Frank Steven Steve	
447		Dione	
166	Kahn-Bowles	Sigi	

A screenshot of the Manitowoc Art League website. At the top, the logo 'MANITO ART LEAGUE' is displayed. Below it, a yellow bar contains the word 'REPORTS'. Underneath, there are five colored buttons corresponding to different report categories: green for 'MEMBER FULL REPORT - copy of maintenance for reporting', red for 'PATRON FULL REPORT - copy of maintenance for reporting', dark red for 'PATRON REPORT - Lastest Patron Year - Lastest Art Purchase', yellow for 'ALL MAILING LABELS REPORTS', and pink for 'PREVIEW NIGHT NAME TAGS'. Each category has a small icon and a link to the report.

- MEMBER FULL REPORT - copy of maintenance for reporting
- PATRON FULL REPORT - copy of maintenance for reporting
- PATRON REPORT - Lastest Patron Year - Lastest Art Purchase
- ALL MAILING LABELS REPORTS
- PREVIEW NIGHT NAME TAGS

## Member and Patron Reports:

**Mailing Labels:** *Label Instructions are available to be downloaded from the site.*

- These are multiple reports in different formats depending on what you want.
- Each report is specific for labels, using Caps and Post Office Standards.

# REPORTS:

Just a note\*\*

- First Addresses are Local or Summer Addresses.
- Second Addresses are Long Distance or Winter Addresses

## MEMBERS:

### 1. Member Emails Report

This Report is for current Members = Yes and shows the emails. Fields are Email, first and last name (separated), business use (if business), Member. Current members by m\_mal= Yes and MalYr = current year or greater.

### 2. Current Members Report – copy of member maintenance for reporting

For all members where Mal Member (m\_mal) = Yes and Member Yr (m\_memberyr) >= (2025) using >= EXTRACT(YEAR FROM CURRENT\_DATE) instead of 2025.

- All member address information
- All Member information
- Secondary Address information
- All Volunteer information

### 3. MEMBER Mailing Labels

For All Current Members where member = Yes and Year is current or greater

#### FORMAT:

##### Personal member

JANE & JOHN SMITH  
PO BOX 123  
123 PALM AVE  
NAPLES, FL 34102

##### Business member

SUNSET ART STUDIO  
C/O JANE SMITH  
456 OCEAN BLVD  
SCOTTSDALE, AZ 85260

#### a) Current Member Mailing Labels with local Address Only - Mallables

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box)
- Address2
- City, State, Zip

#### b) Current Member Mailing Labels with Winter Addresses Only: malwintlabels

- Same Format
- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName

- Address1 (PO Box)
  - Address2
  - City, State, Zip
- c) **Current Member Mailing Labels with LOCAL ADDRESS ONLY - Separate City, State, Zip fields - Not Caps! - malmailingvw**
- FirstName, & Partner (if any), LastName
  - Address1 (PO Box)
  - Address2
  - City
  - State
  - Zip
- d) **Current Members Mailing Labels with Summer Address - IF Long Distance Address, use that one instead of Summer Address; Good for mailing in Winter Months. MRegWintLbls**
- Same Format
  - ALL CAPS formatted for postal mailings
  - FirstName, & Partner (if any), LastName
  - Address1 (PO Box)
  - Address2
  - City, State, Zip

## PATRONS:

### 4. Patron Current Single with donation year and art purchase

**Current Patron Report but not duplicated, all single with Latest Donation Year and Art Purchase Year - currentpatrons**

- LastName
- FirstName
- Partner
- Address1
- Address2
- City
- State
- Zip
- Latest Donation Year
- Latest Art Purchase Year

### 5. For all Patrons = Yes & Year >= current year within 5 years & Art Purchase within 2 years. – copy of patron maintenance for reporting

- All patron address information
- All patron information
- Secondary Address information
- Artshow information

## **6. PATRONS Mailing Labels**

For Patron = Yes, If Patron donor within 5 years from current or purchase within 2 years from current.

### **FORMAT:**

#### **Personal member**

JANE & JOHN SMITH  
PO BOX 123  
123 PALM AVE  
NAPLES, FL 34102

#### **Business member**

SUNSET ART STUDIO  
C/O JANE SMITH  
456 OCEAN BLVD  
SCOTTSDALE, AZ 85260

**a) Current Patron Mailing Labels with local Address Only within 5 years of donations or 2 Years Art purchase - No Businesses - patlabels**

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box if any)
- Address2
- City, State, Zip

**b) Current Patron Mailing Labels with local Address - Business Only - patbuslabels**

- ALL CAPS formatted for postal mailings
- LastName (Business name)
- c/o Partner (Owner full name)
- Address1 (PO Box if any)
- Address2
- City, State, Zip

**c) Current Patrons Mailing Labels with Long Distance Address Only (Winter) within 5 years of donations or 2 Years Art purchase - patwintlabels**

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box) if any
- Address2
- City, State, Zip

**d) Current Patrons Mailing Labels with Local Address Only – Separate City, State, Zip fields, No CAPS! Both Persons and Business - patmailingvw**

- FirstName, & Partner (if any), LastName
- Address1 (PO Box if any)
- Address2
- City
- State

- Zip

**e) Patron Tax Purpose – patron\_taxpurpose**

This report is for patrons where donations are for the current in the previous year.

- ALL CAPS formatted for postal mailings
- FirstName, & Partner (if any), LastName
- Address1 (PO Box if any)
- Address2
- City, State, Zip

**f) Preview Night NameTags - artshownametags**

- For the Full names of the patrons for attending the party. I also have current year and amount if needed.
- Full Names in Caps